

#07-11
12/04/2006



Career Opportunity

United States District Court
Southern District of Texas

Position: Deputy-In-Charge (Brownsville)

Location: Brownsville, Texas

Closing Date: Until Filled

Salary Range: \$49,815 - \$96,313 (CL28-CL29)

Qualifications

An applicant must be able to work effectively with Judges and their staff. Must have knowledge, skill and experience with automated office systems. Prefer experience with automated case management systems. Prefer knowledge and skill with process design. Have experience that demonstrates a thorough understanding of organizational, procedural and human aspects in managing an organization. A degree in business, public administration, judicial administration or related areas is preferred. Helpful if bilingual in English and Spanish.

The Deputy in Charge of the Brownsville Division reports directly to the Director of Judicial Support. The Deputy in Charge has supervisory responsibility for docketing, intake, files management, jury, court recording, appeals, mail, receipts, attorney admissions, electronic filing support in the Brownsville Division, and is responsible for coordinating all space and facilities, procurement, budgeting, communications and automation requirements associated with these functions. The Deputy in Charge develops and implements district and national policies and procedures, initiates lean processes, develops quality metrics for process control, maintains a work environment that fosters continual process and product improvement, and is responsible for the professional development of the Brownsville Division's deputy clerks.

The Deputy-In-Charge communicates with the Brownsville Division judges on local procedures and issues; maintains contact and works with the bar, Probation and Pretrial Services, the U.S. Attorney's Office, the U.S. Trustee's Office and the U.S. Marshals Service; determines and maintains facilities needed to accomplish the work of the office; oversees preparation of monthly statistical reports on the case filing and disposition activities of the division and special reports as required by the court; establishes and adjusts work schedules as necessary; conducts performance evaluations and makes recommendations on personnel actions; certifies time and attendance records for the division; and performs other duties as assigned.

Benefits

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses.

Send Application and Resume to:

Steve Lowe, Personnel Director
United States District Court
Post Office Box 61010
Houston, Texas 77208-1010

Current court employees may apply by submitting a memorandum of interest to Michael Milby, Clerk of Court, with copies to immediate supervisor and to the personnel office.

The court may withdraw this announcement without notice. The final candidate is subject to a background check. This position is not in the Civil Service System, and the tenure is "at will." Applicants' skill levels may be tested.

Equal Opportunity Employer

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